**HAMPSHIRE FA YOUTH TOURNAMENT/COMPETITION SAFEGUARDING GUIDANCE**

This guidance, which should be read alongside the FA’s “How to Run a Tournament Guide”, is provided to support clubs and organisations to ensure that all youth tournaments have implemented the key safeguarding considerations so that young people are able to take part in football in a safe, fun and inclusive environment.

Safeguarding considerations have been separated into the key times when they should be competed: Before, During and After the tournament/competition, and should be reflected in the club/organisation’s safeguarding risk assessment.

**BEFORE THE TOURNAMENT/COMPETITION**

* Consent forms, including emergency contact details must be obtained for each player under 18 and for under 18 match officials
* Inform all Team Managers that they must have access to their players’ medical information pitch side during the tournament/competition
* Share FA and club photography guidelines with photographers and attending clubs
* Ensure there will be an appropriate adult to young player ratio for the duration of the tournament/competition
* Ensure the changing rooms are suitable for young players and under 18 match officials (see relevant FA guidance). Each gender must have separate changing facilities. Teams should be given enough notice for players to arrive with their kit on if there are no changing rooms available.
* Ensure the pitches are suitable for young players, e.g. there are no sharp objects/rubbish, the equipment and pitch size is appropriate.
* Ensure the venue has a defibrillator
  + Location and code need to be identified before the tournament and recorded on Emergency Action Plan
  + There must be an individual present on the day of the tournament/competition who is able to use the defibrillator
* Agree on suitable refreshments for the day for young players:
  + A supply of drinking water is a minimum
  + If there is no food supplied, teams should be made aware of this beforehand and advised to bring their own food to last for the duration of the day
* Ensure there is enough rest time between matches for young players to hydrate and recuperate
* In the event of severe weather, ensure there is an area for players and spectators to take shelter. If there is no shelter available at the venue, the tournament should be postponed, and all teams notified in a timely manner (see NSPCC and FA guidance re severe weather)
* If your tournament/competition includes an overnight stay for young players, please ensure the accommodation is appropriate for young players (see FA guidance on overseas tours)

**DURING THE TOURNAMENT**

* During registration, identify which players can be photographed and ensure there are measures in place for players who cannot be (i.e. wristbands for players that cannot be photographed).
  + Official photographers should be visible at all times and made aware of young players that cannot have their photos taken on the day
* Display the code of conduct around the venue and ensure all clubs involved are briefed regarding RESPECT
* Ensure all clubs are made aware of who is carrying out the role of Tournament/Competition Welfare Officer
  + The Tournament/Competition Welfare Officer must be visible and contactable throughout the duration of the tournament/competition
* Ensure coaches have their first aid kits pitch side
* Ensure the security of any changing rooms is appropriately managed
* Prior to the start of the day
  + Ensure the CWO has the accident and incident report forms (appendix 3 and 4) and the missing person’s procedure/forms (appendix 5)
  + Ensure facilities are clean
  + Ensure a pitch inspection is completed
  + Check the equipment (goal posts, corner flags, etc)

**AFTER THE TOURNAMENT**

* Tournament/Competition Welfare Officer must send any Safeguarding concerns to Hampshire FA’s safeguarding team via email – [safeguarding@hampshirefa.com](mailto:safeguarding@hampshirefa.com)
* Ensure that all discipline related incidents (misconducts only) are reported to the Hampshire FA Discipline team (including discrimination incidents) – [discipline@hampshirefa.com](mailto:discipline@hampshirefa.com)
* Ensure that should any accidents occur, the forms are filled out in a timely manner and considered as part of the review of the event risk assessment
* Have a debrief with the committee regarding things that went well, challenges and improvements for next season

**RECOMMENDATIONS**

*Please find below some best practice suggestions that you can implement in your tournaments*

* Display signage around the venue such as:
  + Changing rooms (team names)
  + Toilets (genders)
  + No smoking
  + No alcohol
  + No camera/videoing zones (preferably displayed in and around the changing rooms)
* If possible, during U18 tournaments, alcohol would not be sold or bought into the venue. However, if you are using an external venue, please adopt a policy for areas where alcohol cannot be consumed and state the time when it can be bought at the venue
* Hi Vis vests for the tournament/competition Welfare Officer and First Aider(s) so they can be identified easily
* Ensure the tournament/competition organisers have their own first aid kit(s)
* Encourage U18 match officials to be accompanied by an appropriate adult for the duration of the tournament/competition

For further information or advice please contact Hampshire FA’s Safeguarding Team via email [safeguarding@hampshirefa.com](mailto:safeguarding@hampshirefa.com) or phone 01256 853012/853022